

**Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
REGULAR SESSION**

DATE: August 22, 2011
TIME: 4:00 p.m.
LOCATION: Central Library
Board Room
315 South Rose Street
Kalamazoo, MI 49007

PRELIMINARY BUSINESS

Roll Call: All Trustees present: Fenner Brown, Robert Brown, Bruce Caple, Lisa Godfrey, James Vander Roest, Valerie Wright, and Cheryl TenBrink

Call to order: President Godfrey called the meeting to order at 4:00 p.m.

Oath of Office: David DeVries, KPL librarian and Notary Public, administered the oath of office to recently re-elected trustee Cheryl TenBrink; her term will expire June 30, 2015.

Disposition: Trustees thanked D. DeVries for administering the oath of office.

Agenda Approval: The agenda was accepted as presented with exception of deletion of item C under Reports.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

1. President Godfrey expressed her appreciation for cards and notes she received regarding the passing of her mother.
2. Director Rohrbaugh introduced Jennifer Cornell, new Assistant to the Director, who was present to job shadow Martha Coash. Susan Lindemann, new Facilities Manager, was also introduced as present to shadow Ernie Clemence.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

III. CONSENT CALENDAR

A. Minutes of the Board Meeting of July 25, 2011

B. Personnel Items

New Hire

Angela Fortin joined the salaried staff in the position of Librarian I FTE 0.5 assigned to the Oshtemo branch effective August 16, 2011. Angela received her Master of Science in Library and Information Science in May 2010 from the University of Illinois at Urbana-Champaign.

Disposition: The board accepted the Minutes of the Meeting of July 25, 2011 and the personnel item as presented.

IV. FINANCIAL REPORTS

A. Financial Reports for the Period Ending July 31, 2011

Recommendation: A. Rohrbaugh recommended the board accept the Financial Reports for the period ending July 31, 2011 as presented.

Executive
Summary:

A. Rohrbaugh called attention to tax charge backs and refunds. We hope this pace will not continue. The spent amount is already \$13,134 more than budgeted amount of \$88,000.

MOTION: R. BROWN MOVED AND F. BROWN SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE PERIOD ENDING JULY 31, 2011.



Motion carried 7-0.

V. RECOMMENDATIONS AND REPORTS

ACTION ITEMS

A. Registration Policy Revision

Recommendation: Director Rohrbaugh recommended the Registration Policy for resident and reciprocal borrowers and all categories of patrons be revised to change the renewal period for library cards as described in A – F in the current policy, from three years to one year.

Executive
Summary:

A. Rohrbaugh explained the history of the policy and its evolution in the world of texting, emailing, etc. as a means to keep records up-to-date in the context of overdue notices now being sent via those channels first as opposed to paper (still available for patrons without electronic communication means). Using electronic communication also allows for quicker notifications being sent to patrons; therefore, a timelier pick up of holds occurs. As a result of the campaign to promote electronic communication, M. Fritz noted that 1500- 2000 patron records have already been updated. Concern was raised about not being able to renew online which lead to discussion of the need to show photo ID as the way to confirm that a person still resides the KPL district.

MOTION: V. WRIGHT MOVED AND B. CAPLE SUPPORTED THE MOTION TO APPROVE THE REVISION OF THE REGISTRATION POLICY FOR RESIDENT AND RECIPROCAL BORROWERS AND ALL CATEGORIES OF PATRONS BE REVISED TO CHANGE THE RENEWAL PERIOD FOR LIBRARY CARDS AS DESCRIBED IN A – F IN THE CURRENT POLICY, FROM THREE YEARS TO ONE YEAR.



Motion carried 7-0.

REPORTS:

A. Databases Overview

Presentation: As a continuation of her report at the July 25, 2011 meeting regarding the databases KPL subscribes to, Caitlin Hoag, Adult Services Librarian provided an overview of four more KPL databases. Three are MeL (Michigan Electronic Library) funded databases: Chilton's, Health & Wellness Resource Center, and Learning Express Library (a complement to the previously introduced Job and Career Accelerator database). Funded by KPL is Reference USA which C. Hoag finds to be one of the most helpful resources the library subscribes to for its usefulness in finding white page information as well as business information for job seekers.

Disposition: Trustees were again very impressed with the databases, thanked C. Hoag for her report and welcomed her back to do future reports.

A. **COMMITTEE REPORTS**

Finance & Budget Committee

No meeting.

Personnel Committee

No meeting

Building Committee

A. Rohrbaugh: Plans were reviewed for a revamp of the Tech Center at Central to include shelves for periodicals and seats that are laptop friendly. We expect this will be funded in part by Federal Stimulus money. A proposed divider wall for the Youth Services' teen space at Central would allow for a defined space for teens, their programs, etc. The director will next discuss this project with the Fund Development Committee.

Fund Development Committee

No meeting

VII. OTHER BUSINESS

Director's Report

Presentation: Director Rohrbaugh introduced one item not on the written report:

- Personal property tax, which the State Legislature will discuss in September, will continue to be carefully watched to determine what, if anything, will replace it if it is eliminated. Personal property tax is approximately 10% of our income.
- Herrick Library in Holland, Michigan sued the Library of Michigan resulting in a decision that sides with the library regarding their authority to retain individual contracts with government entities outside their taxpaying district; services provided contractually do not have to be equal to what taxpayers are offered. This decision may be appealed to the Supreme Court. While KPL does not have any contractual areas, we are concerned with how the Library of Michigan (Department of Education) sets rules for libraries and their authority to do so. B. Caple inquired as to any underlying agenda with this lawsuit to which A. Rohrbaugh responded that Herrick was simply defending their resident taxpayers against rules superimposed by the Library of Michigan. President Godfrey noted if there were no rules for classification of libraries such as set by the Library of Michigan that libraries could possibly privatize. A copy of the Michigan Court of Appeals decision was shared with Trustees.

Director Rohrbaugh then highlighted several items in the written report:

- The director shared Dr. Michael Rice's goal to have every first grader at KPS visit the library three times during their school year. We are excited and committed to this initiative, but we understand the logistical concerns and acknowledged how diligently Youth Services is working to make this a successful endeavor.
- Progress and discussions about how KPL might participate in The Learning Network initiative was shared. It is likely we will provide support utilizing Kid Builder books.
- An increase in emphasis on eReaders and eBooks by many libraries was shared. We plan to increase our budget in this area. We will not lend eReaders but are training library staff to be comfortable and competent assisting patrons with the technology. Kent District Library's \$400,000 collection budget dedicated to eBooks was noted but KPL's collection budget dedication to eBooks will be more modest.
- Reciprocal borrower circulation is down minimally for the year ending June 30.
- We have eliminated 10.5 FTEs across the library since January 2009. This is a result of attrition and restructuring of the work rather than layoffs which may have been necessary without these reductions. KPL continues to carefully consider each vacancy as it occurs.

Discussion: L. Godfrey noted the impressive nature of the "All About Kalamazoo History" section of our website, which was nominated for an award through the Historical Society of Michigan. She also acknowledged the IT department's work on the Labor Day holiday to upgrade Sirsi. A. Rohrbaugh reminded Trustees of the End of Summer Reading Party, a concert by The Verve Pipe, which the library is underwriting with funding from the Friends of the Library as part of the Concert in the Park series. Rain site is the Civic Theatre.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

IX. TRUSTEE COMMENTS

V. Wright said she very much appreciates and likes the new Strategic Planning flyer. She also, on behalf of the Board, provided cards to Ernie Clemence and Martha Coash thanking them for their many years of service and for handling things with grace, intelligence, and humor.

L. Godfrey, also on behalf of the Board, presented Ernie and Martha with "keys to the world" by providing them each a lifetime resident borrower card at KPL.

XI. ADJOURNMENT

Hearing no objection, President Godfrey adjourned the meeting at 5:42 p.m.

Robert Brown, Secretary